

Infracraft Position Description

Position Title	Cabinet Maker/Assembler	Responsible to	Supervisor Assembly
Department	Manufacturing	Location	Toormina
Date Last Reviewed	05 May 20	Reviewed by	P & C

Role Purpose

Work as a Team Member to produce high-quality joinery using advanced machinery and technology.

Responsibilities

- Assemble pre-prepared components to form structures and fittings;
- Work with a range of materials to consistently manufacture quality joinery;
- Assist in providing training and education to others as may be required;
- Understand, implement and maintain quality control techniques in own and the works of others;
- Complies with all relevant Work Health and Safety Regulations that apply in the work area;
- Apply Infracraft policies and procedures at all times.

Main Duties

- Calculate and prepare job requirements by analysing drawings and specifications;
- Select and prepare correct material (e.g. manufacture board, timber etc);
- Assemble pre-prepared components to form structures and fittings;
- Install completed products on site when required;
- Sharpen, adjust and maintain tools as relevant;
- Repair damaged products when required;
- Manufacture jigs, templates or prototypes to support the future production of articles;
- Perform any other relevant duties as delegated by the Supervisor Assembly.

Success Targets/Guidelines

- Exercise discretion, consistently produces high-quality joinery and minimum waste;
- Remain productive under limited supervision;
- Function as a productive member of the Assembly Team and promote inter-personal harmony;
- Comply with all relevant standards applicable to Infracraft Detailed Joinery.

Personal Requirements

- Attention to detail and commitment to quality;
- Average computer literacy;
- Ability to multi-task;
- A high level of accuracy;
- Ability to communicate clearly;
- Ability to follow, and at times challenge set processes within the department;
- Suitable Trade Qualifications;
- A mindset for continuous improvement;
- Relevant experience in joinery;

Infracraft Values to be Upheld and Promoted

- We Care
- Be Humble
- Innovate
- Deliver Excellence

I, _____, have read and understood this position description and accept the duties and responsibilities outlined above.

Signature: _____

Date: _____